

RECORDS TECHNICIAN

DEFINITION

To perform a variety of responsible clerical support to the City Clerk's Office, including tracking and filing contracts and agreements; to prepare and transmit documents for recording; to organize vital and permanent documents kept by the City Clerk's Office; to file and index current documents; to research active and inactive records for staff or the public; and to image vital and permanent records for research and storage purposes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Records Manager..

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Track, route for signature, index and file all contracts and agreements.

Prepare and transmit documents for recording.

Edit and finalize ordinances and resolutions.

Participate in the citywide inactive records program by bar coding, indexing and transferring inactive records from all departments to long-term storage; retrieve and track inactive records requested by departments for review.

Assist in organizing and maintaining City Clerk's active and permanent records.

Perform document imaging permanent and vital records.

Assist in the compilation of agenda packets for City Council and Redevelopment Agency meetings.

Research and compile a variety of information from the City Clerk's records for staff, the general public and the Mayor and City Council.

Receive and screen visitors and telephone calls; provide factual information that may require interpretation of policies, procedures and regulations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Public record keeping practices.

Document imaging concepts and practices.

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, computer equipment, and computer software applicable to assignment.

Ability to:

Understand, interpret and explain department policies and procedures and city regulations.

Review finished work products for accuracy and completeness..

Learn organization, procedures and operating details.

Operate modern office equipment.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible office administrative support experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid driver's California license as required by the position.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift or carry weight of 25 lbs or less.

10/2/01